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Workers' Compensation Medicare Set-Aside Portal (WCMSAP)

Account Setup Representative

Version 3.1, 3/31/2013
CMS reserves the right to modify this presentation. To ensure you have the most current version, verify that the version and date on this page match the version and date on the corresponding page of the PDF currently available on <http://www.cms.gov/Medicare/Medicare.html>.

Slide notes

Welcome to the Workers' Compensation Medicare Set-Aside Portal (WCMSAP) Account Setup course.

Note: This module is for the Account Manager of the representative account.

A representative account indicates that the submitter is registering as a non-corporate entity with no Employer Identification Number (EIN), but will be submitting multiple WCMSA requests.

As a reminder, you may view the slide number you are on by clicking on the moving cursor.

Additionally, you can view the narration by clicking the [CC] button in the lower right hand corner of the screen.

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Disclaimer

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the WCMSAP. All affected entities are responsible for following the applicable CMS instructions found at the following link:

<http://www.cms.gov/WorkersCompAgencyServices/>.

Slide notes

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Course Overview

- Account Setup
 - Establish Account
 - Establish Login Identification (ID)/Password
- Next Steps

**Slide notes**

This course will demonstrate how to complete the Account Setup, including establishing an account and a Login Identification (ID) and password.

This course will also describe the next steps to follow once the Account Setup has been submitted.

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Getting Started

- Account Manager
 - Responsible for completing Account Setup
 - Once New Registration is complete
 - Representative has received mailing from Coordination of Benefits Contractor (COBC)
 - Personal Identification Number (PIN)
 - Account ID/Submitter ID

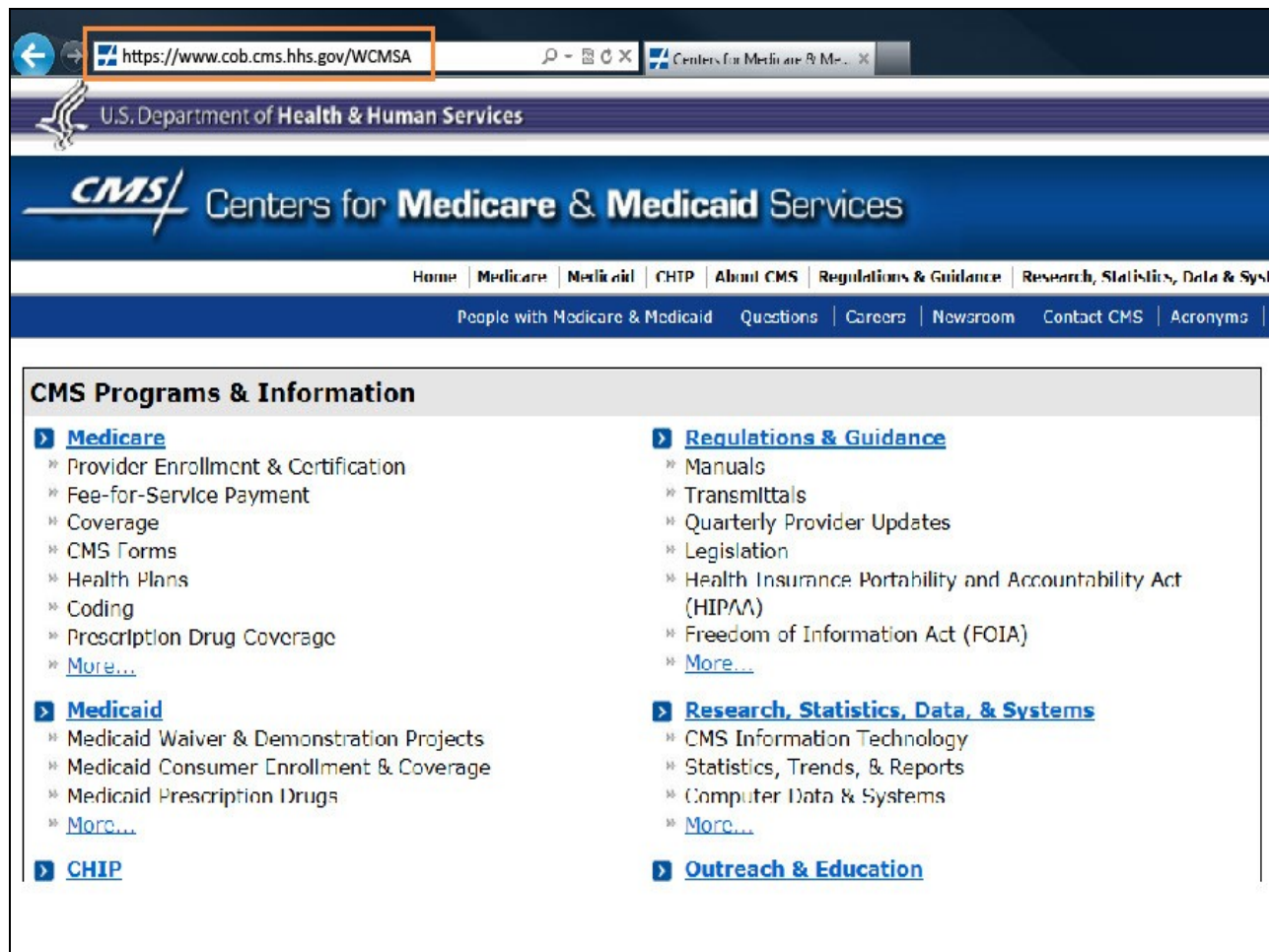
Slide notes

The Account Manager is responsible for completing the Account Setup once the New Registration step is completed and the representative has received a mailing from

the Coordination of Benefits Contractor (COBC) containing the Personal Identification Number (PIN) and Account ID/Submitter ID.

Upon receipt of the Account ID and PIN, you can provide the information to a designated Account Manager, or assign yourself to this role.

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The screenshot shows a web browser window with the address bar displaying <https://www.cob.cms.hhs.gov/WCMSA>. The page header includes the U.S. Department of Health & Human Services logo and the CMS Centers for Medicare & Medicaid Services logo. A navigation bar contains links: Home, Medicare, Medicaid, CHIP, About CMS, Regulations & Guidance, Research, Statistics, Data & Systems, People with Medicare & Medicaid, Questions, Careers, Newsroom, Contact CMS, and Acronyms. The main content area is titled "CMS Programs & Information" and lists various programs and resources in two columns.

CMS Programs & Information	
<ul style="list-style-type: none">▶ Medicare<ul style="list-style-type: none">» Provider Enrollment & Certification» Fee-for-Service Payment» Coverage» CMS Forms» Health Plans» Coding» Prescription Drug Coverage» More...▶ Medicaid<ul style="list-style-type: none">» Medicaid Waiver & Demonstration Projects» Medicaid Consumer Enrollment & Coverage» Medicaid Prescription Drugs» More...▶ CHIP	<ul style="list-style-type: none">▶ Regulations & Guidance<ul style="list-style-type: none">» Manuals» Transmittals» Quarterly Provider Updates» Legislation» Health Insurance Portability and Accountability Act (HIPAA)» Freedom of Information Act (FOIA)» More...▶ Research, Statistics, Data, & Systems<ul style="list-style-type: none">» CMS Information Technology» Statistics, Trends, & Reports» Computer Data & Systems» More...▶ Outreach & Education

Slide notes

In order to perform the WCMSAP Account Setup, the Account Manager must go to the WCMSAP Web site found at the following URL: <https://www.cob.cms.hhs.gov/WCMSA>.

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The screenshot shows the 'Login Warning' page of the CMS Workers' Compensation Medicare Set-Aside Web Portal. The page features the CMS logo and a 'COB' (Covered by Medicare) icon. A 'Print this page' link is visible. The main content area contains a warning about unauthorized access, a Privacy Act Statement, and an Attestation of Information section. At the bottom, there are links for 'I Accept' and 'Decline', and a footer with 'Privacy Policy' and 'User Agreement' links.

CMS Workers' Compensation Medicare Set-Aside Web Portal **COB**

Centers for Medicare & Medicaid Services

Login Warning [Print this page](#)

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

This web site is maintained by the U.S. Government and is protected by federal law. Use of this computer system without authority or in excess of granted authority, such as access through use of another's Login ID and/or password, may be in violation of federal law, including the False Claims Act, the Computer Fraud and Abuse Act and other relevant provisions of federal civil and criminal law. Violators may be subject to administrative disciplinary action and civil and criminal penalties including civil monetary penalties.

For site security purposes we employ software programs to monitor and identify unauthorized access, unauthorized attempts to upload or change information, or attempts to otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual and may be used for administrative, criminal or other adverse action.

Privacy Act Statement

The collection of this information is authorized by 42 U.S.C. 1395(b)(6). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

Attestation of Information

I have submitted all relevant information obtained and/or have knowledge of regarding this claimant that was generated at any time on or after the Date of Incident (DOI) for the alleged accident/illness/injury/incident at issue, and has been included as part of this submission of the proposed amount for this WCMSA to the Centers for Medicare & Medicaid Services.

The information provided is complete, truthful, accurate, and meets all requirements set forth to use this process; and, I have read and understand all of the Centers for Medicare & Medicaid Services information at <http://www.cms.gov/WorkersCompAgencyServices/>

LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

[I Accept](#)

[Decline](#)

¹ A Privacy Act system of records is a group of any records about individuals and under the control of any Federal agency from which information is retrieved by the name or other personal identifier of the individual

[Privacy Policy](#) [User Agreement](#)

Slide notes

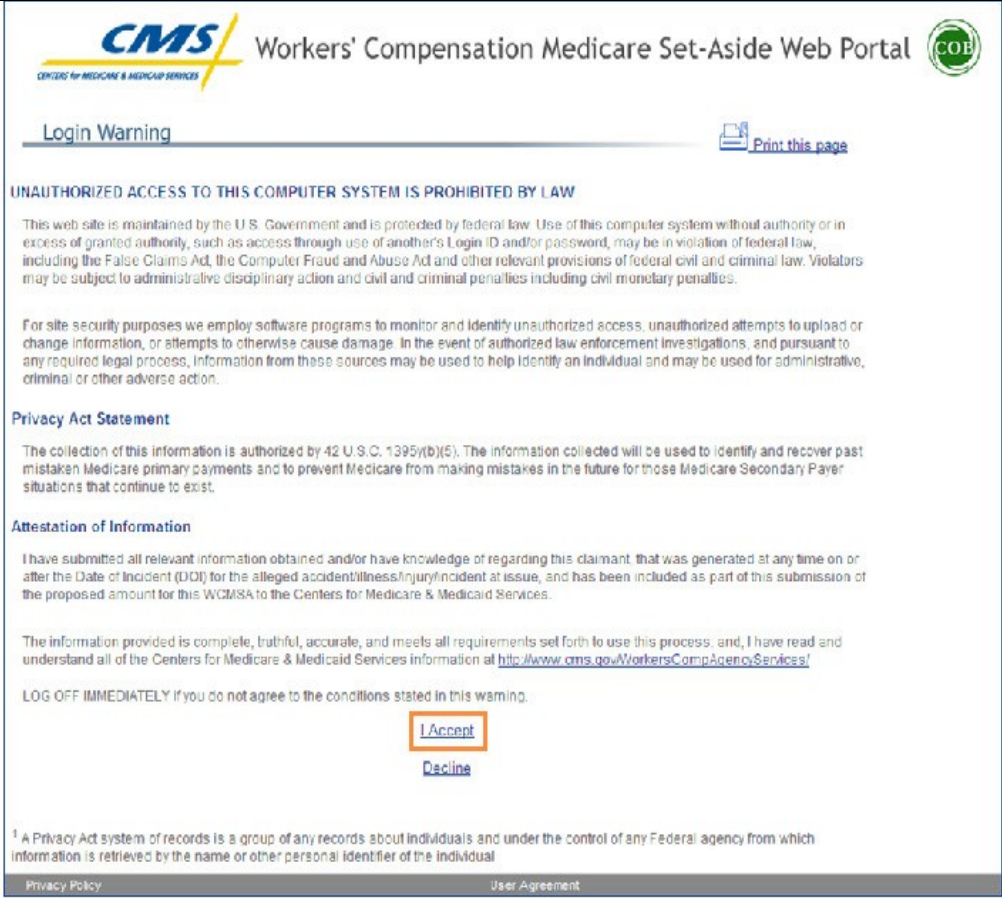
Each time you visit the WCMSAP Web site, the Login Warning page will display the Data Use Agreement (DUA).

The DUA provides information about WCMSAP security measures including access, penalty and privacy laws.

You must agree to the terms of this warning each time you access the WCMSAP application.

You must review the DUA and click the [I Accept] link at the bottom of the page to continue otherwise you will be denied access to the WCMSAP site and will be unable to complete Account Setup.

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The screenshot shows the CMS Workers' Compensation Medicare Set-Aside Web Portal. At the top left is the CMS logo with the text 'CENTERS for MEDICARE & MEDICAID SERVICES'. To its right is the title 'Workers' Compensation Medicare Set-Aside Web Portal' and a circular 'COB' logo. Below the title is a 'Login Warning' section with a 'Print this page' link. The main content area contains a warning about unauthorized access, a privacy act statement, and an attestation of information. At the bottom, there are 'I Accept' and 'Decline' buttons. The 'I Accept' button is highlighted with a red box. A footer bar at the bottom contains links for 'Privacy Policy' and 'User Agreement'.

CMS Workers' Compensation Medicare Set-Aside Web Portal **COB**

Centers for Medicare & Medicaid Services

Login Warning [Print this page](#)

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

This web site is maintained by the U.S. Government and is protected by federal law. Use of this computer system without authority or in excess of granted authority, such as access through use of another's Login ID and/or password, may be in violation of federal law, including the False Claims Act, the Computer Fraud and Abuse Act and other relevant provisions of federal civil and criminal law. Violators may be subject to administrative disciplinary action and civil and criminal penalties including civil monetary penalties.

For site security purposes we employ software programs to monitor and identify unauthorized access, unauthorized attempts to upload or change information, or attempts to otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual and may be used for administrative, criminal or other adverse action.

Privacy Act Statement

The collection of this information is authorized by 42 U.S.C. 1395(b)(6). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

Attestation of Information

I have submitted all relevant information obtained and/or have knowledge of regarding this claimant, that was generated at any time on or after the Date of Incident (DOI) for the alleged accident/illness/injury/incident at issue, and has been included as part of this submission of the proposed amount for this WCM/SA to the Centers for Medicare & Medicaid Services.

The information provided is complete, truthful, accurate, and meets all requirements set forth to use this process; and, I have read and understand all of the Centers for Medicare & Medicaid Services information at <http://www.cms.gov/WorkersCompAgencyServices/>

LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

[I Accept](#)

[Decline](#)

¹ A Privacy Act system of records is a group of any records about individuals and under the control of any Federal agency from which information is retrieved by the name or other personal identifier of the individual

[Privacy Policy](#) [User Agreement](#)

Slide notes

Once you have clicked the I Accept link, you will be brought to the Login (Welcome) page.

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The screenshot shows the homepage of the Workers' Compensation Medicare Set-Aside Web Portal (WCMSAP). The header includes the CMS logo (Centers for Medicare & Medicaid Services) and the COB logo (Coordination of Benefits). The main navigation bar contains links: About This Site, CMS Links, How To..., Reference Materials, and Contact Us. A 'Skip Navigation' link is also present.

Welcome to the WCMSAP

This site provides an interface for entry of Workers' Compensation Medicare Set-Aside Arrangements (WCMSA) proposals. Attorneys, Medicare beneficiaries, claimants, insurance carriers and WCMSA vendors may use this site to enter the case information directly. The site also provides attorneys, Medicare beneficiaries, claimants, insurance carriers, and WCMSA vendors with the ability to track their submitted cases and the statuses without inquiry to the Coordination of Benefits Contractor (COBC) or the Centers for Medicare & Medicaid Services (CMS).

WCMSAP Messages

This space is reserved for system messages from the Coordination of Benefits Contractor. Check this location for important information regarding system outages, scheduled maintenance and special announcements.

GETTING STARTED

For more information, refer to How To Get Started under the How To menu option.

STEP 1 **STEP 2**

New Registration ➡ **Account Setup** ➡

(Account ID and PIN required)

Sign into your account

User Name:

[Forgot ID](#)

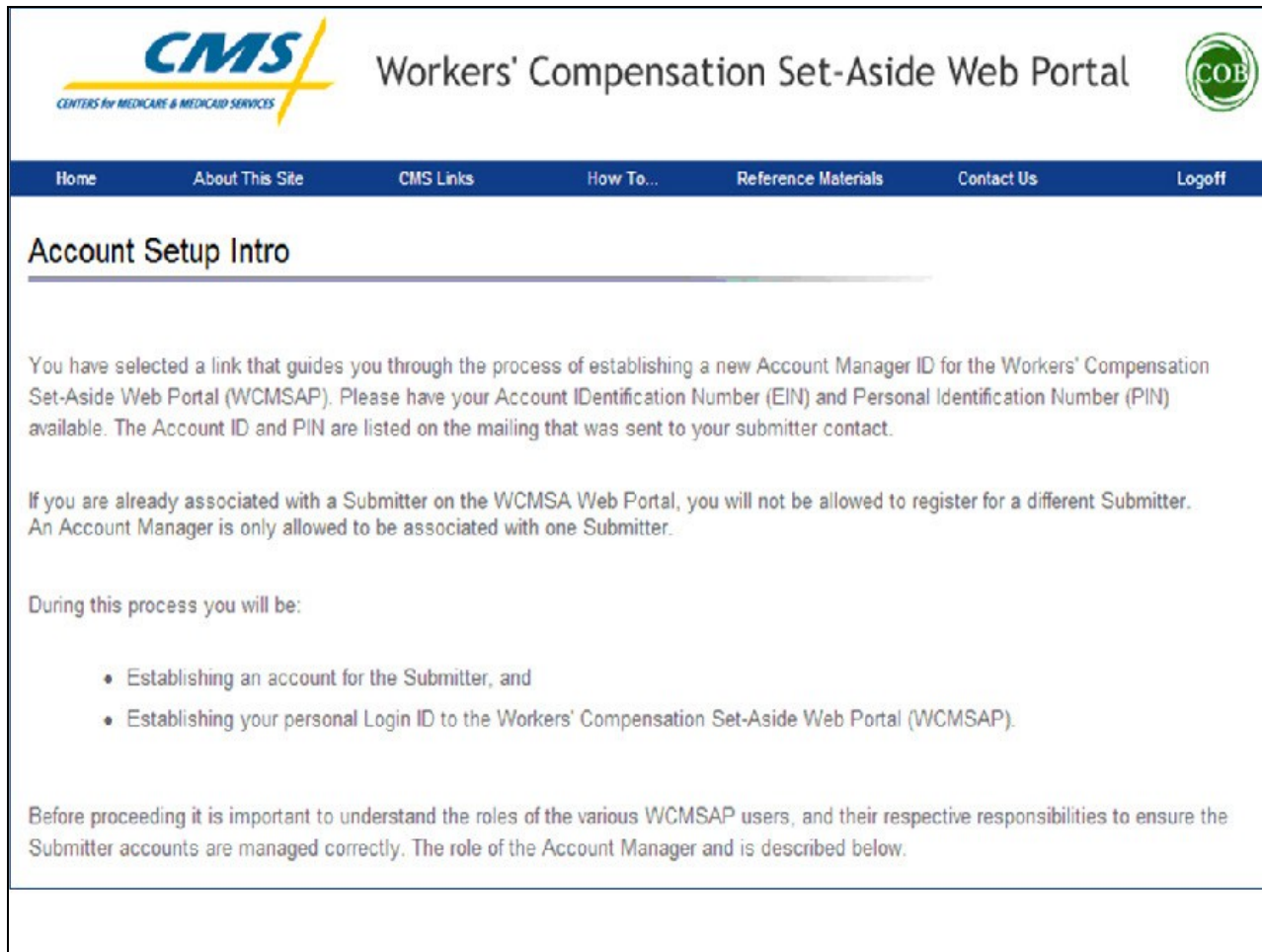
Password:

[Forgot Password](#)

Slide notes

Once you have clicked the [I Accept] link, you will be brought to the Login (Welcome) page. To begin the next step in the registration process, click Account Setup.

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The screenshot shows the 'Workers' Compensation Set-Aside Web Portal' with the CMS logo and a COB logo. The navigation bar includes links for Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main heading is 'Account Setup Intro'. The text explains the process of establishing a new Account Manager ID for the WCMSAP, requiring an EIN and PIN. It also states that users already associated with a Submitter cannot register for a different one. A list of steps during the process is provided: establishing an account for the Submitter and establishing a personal Login ID. A final note emphasizes understanding the roles of various WCMSAP users.

CMS
CENTERS for MEDICARE & MEDICAID SERVICES

Workers' Compensation Set-Aside Web Portal

COB

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff

Account Setup Intro

You have selected a link that guides you through the process of establishing a new Account Manager ID for the Workers' Compensation Set-Aside Web Portal (WCMSAP). Please have your Account Identification Number (EIN) and Personal Identification Number (PIN) available. The Account ID and PIN are listed on the mailing that was sent to your submitter contact.

If you are already associated with a Submitter on the WCMSA Web Portal, you will not be allowed to register for a different Submitter. An Account Manager is only allowed to be associated with one Submitter.

During this process you will be:

- Establishing an account for the Submitter, and
- Establishing your personal Login ID to the Workers' Compensation Set-Aside Web Portal (WCMSAP).

Before proceeding it is important to understand the roles of the various WCMSAP users, and their respective responsibilities to ensure the Submitter accounts are managed correctly. The role of the Account Manager and is described below.

Slide notes

The Account Setup Intro page will display. This page describes the Account Setup process and the role of the Account Manager.

As the Account Manager, you will establish and administer your WCMSAP account. Click Next to continue.

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The screenshot shows the 'Account Setup' page of the 'Workers' Compensation Set-Aside Web Portal'. The page header includes the CMS logo (Centers for Medicare & Medicaid Services) and the COB logo. A navigation bar contains links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main heading is 'Account Setup'. Below it, a paragraph instructs users to enter their Account ID and PIN, sent to the account contact after registration. Another paragraph explains that email addresses are used for verification and that existing users cannot have multiple accounts. A 'QUICK HELP' button with a link 'Help About This Page' is on the right. The form fields are: 'Account ID: *' (text box), 'Personal Identification Number (PIN): *' (text box), 'Account Manager's E-Mail Address: *' (text box), and 'Re-enter E-Mail Address: *' (text box). An asterisk (*) indicates a required field. At the bottom are 'Previous' and 'Next' buttons.

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Workers' Compensation Set-Aside Web Portal

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff

Account Setup

Please enter your Account Identification Number (Account ID) and Personal Identification Number (PIN) sent to the account contact after completion of the New Registration step.

We also ask for your E-mail address to see if you are already associated to another account on the WCMSA Web Portal. Existing users will not be allowed to be associated to multiple accounts. New users must go through the process of creating a Login ID and Password.

An asterisk (*) indicates a required field.

Account ID: *

Personal Identification Number (PIN): *

Account Manager's E-Mail Address: *

Re-enter E-Mail Address: *

[QUICK HELP](#)
[Help About This Page](#)

[Previous](#) [Next](#)

Slide notes

The Account Setup page will display.

This page requires you to enter the Account ID and PIN for this representative account.

Your e-mail address is also required in order to verify that you are a registered user. Your e-mail address must be entered twice.

Note: If the e-mail address you enter is found in the system, you will be prohibited from continuing the account setup process.

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The screenshot shows the 'Account Setup' page of the 'Workers' Compensation Set-Aside Web Portal'. The page header includes the CMS logo (Centers for Medicare & Medicaid Services) and the COB logo. A navigation bar contains links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main heading is 'Account Setup'. Below it, instructions state: 'Please enter your Account Identification Number (Account ID) and Personal Identification Number (PIN) sent to the account contact after completion of the New Registration step.' A 'QUICK HELP' button with a link 'Help About This Page' is on the right. Further instructions state: 'We also ask for your E-mail address to see if you are already associated to another account on the WCMSA Web Portal. Existing users will not be allowed to be associated to multiple accounts. New users must go through the process of creating a Login ID and Password.' A note says: 'An asterisk (*) indicates a required field.' The form fields are: 'Account ID: *' with value '1234567890', 'Personal Identification Number (PIN): *' with value '0000', 'Account Manager's E-Mail Address: *' with value 'jsmith@abcassociates.com', and 'Re-enter E-Mail Address: *' with value 'jsmith@abcassociates.com'. At the bottom are 'Previous' and 'Next' buttons, with 'Next' highlighted by an orange box.

CMS
CENTERS for MEDICARE & MEDICAID SERVICES

Workers' Compensation Set-Aside Web Portal

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff

Account Setup

Please enter your Account Identification Number (Account ID) and Personal Identification Number (PIN) sent to the account contact after completion of the New Registration step.

QUICK HELP
[Help About This Page](#)

We also ask for your E-mail address to see if you are already associated to another account on the WCMSA Web Portal. Existing users will not be allowed to be associated to multiple accounts. New users must go through the process of creating a Login ID and Password.

An asterisk (*) indicates a required field.

Account ID: * 1234567890

Personal Identification Number (PIN): * 0000

Account Manager's E-Mail Address: * jsmith@abcassociates.com

Re-enter E-Mail Address: * jsmith@abcassociates.com


Previous Next

Slide notes


When you have completed the Account Setup page, click Next to continue. The system will validate the Account ID and PIN.

If the Account ID and/or PIN are invalid, the system will display an error message.

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The screenshot shows the 'Account Setup' page of the CMS Workers' Compensation Medicare Set-Aside Web Portal. The page features a blue header with the CMS logo and a navigation menu. The main content area displays the 'Representative Information' and 'Representative Mailing Address' sections. The 'Representative Information' section includes fields for First Name, MI, Last Name, Phone, and ext. The 'Representative Mailing Address' section includes fields for Address Line 1, Address Line 2, City, State, and Zip Code. At the bottom of the form, there are 'Previous' and 'Next' buttons.

CMS Workers' Compensation Medicare Set-Aside Web Portal 

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff

Account Setup

Representative Information

First Name: Jane
MI: A
Last Name: Smith
Phone: 410-832-8350
ext. 9877

Representative Mailing Address:

Address Line 1: 200 Test Avenue
Address Line 2: Suite 2 B
City: Towson
State: Maryland
Zip Code: 21204-3276

Slide notes

After all information has been verified by the system, the Account Setup – Representative Information page displays.

This page displays information entered during the initial registration process.

Review the listed information. If any of the information is incorrect, contact a COBC Electronic Data Interchange (EDI) Representative to have it corrected.

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The screenshot shows the 'Account Manager Personal Information' page of the CMS Workers' Compensation Set-Aside Web Portal. The page has a blue header with the CMS logo and navigation links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. A 'COB' logo is in the top right. The main content area is titled 'Account Manager Personal Information' and includes a 'Same as Submitter' button (highlighted with an orange border) and a 'QUICK HELP' button with a 'Help About This Page' link. Below these is a note: 'Please click this button if information is identical to that provided during initial registration.' and 'An asterisk (*) indicates a required field.' The form fields are: First Name (*), MI, Last Name (*), E-mail Address (*, pre-filled with 'jsmith@abcassociates.com'), Phone (*, with area and extension boxes), Mailing Address (Address Line 1 (*), Address Line 2, City (*), State (*, dropdown menu), and Zip Code (*, with city and state boxes). At the bottom, a note states: 'You must read the User Agreement provided in the scrolling box. To accept the agreement, click the checkbox. You must accept and agree to the terms of the User Agreement in order to continue through the registration process.'

Slide notes

The Account Manager Personal Information page will then display.

Enter the required personal information.

The information you enter here is required for subsequent communications.

If the Account Manager information is the same information that was entered for the Representative during New Registration, click the Same as Submitter button to populate the fields.

Note: You can register as an Account Manager for an account if you are already a registered Medicare, Medicaid, and SCHIP Extension Act 2007 (MMSEA) Mandatory Reporting user.

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You must read the User Agreement provided in the scrolling box. To accept the agreement, click the checkbox. You must accept and agree to the terms of the User Agreement in order to continue through the registration process.

[View and print the agreement below](#)

User Agreement

THE FOLLOWING DESCRIBES THE TERMS AND CONDITIONS BY WHICH THE CENTERS FOR MEDICARE MEDICAID SERVICES (CMS) OFFERS YOU ACCESS TO THE COORDINATION OF BENEFITS (COB) SECURE WEB SITE

You must read and accept the terms and conditions contained in this User Agreement expressly set out below and incorporated by reference before you may access the COB Secure Web site.

Please check the following box:

☐ I accept the User Agreement and Privacy Policy above

[Previous](#) [Next](#)

Slide notes

When the Account Manager information has been entered, scroll down to view the User Agreement.

You must read and accept the terms of this agreement. Click the “I accept” check box and then click Next to continue with the Account Setup.

You may print a copy of this for your records.

The system will validate that all required fields on this page have been entered.

If the Account Manager has entered incomplete or invalid information (i.e., the entered information does not pass the WCMSAP edits), the system will display an error message.

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CMS Workers' Compensation Set-Aside Web Portal

Home About This Site CMS Links How To... Reference Materials Contact Us Log Off

Account Manager Login Information

The security information requested on this page will allow the system to authenticate your identity each time you log on. This will ensure only you are provided the access and updating privileges restricted to the Account Manager.

QUICK HELP
[Help About This Page](#)

Choose your Login ID and password carefully

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number, and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day.
- Password must be different from the previous 5 passwords.
- Password cannot contain a reserved word (See Help About This Page for a complete list)

An asterisk (*) indicates a required field.

Login ID *

Password *

Re-enter Password *

The Security Questions allow you to regain account access if you forget your password. Please note the answers you provide to these questions should be actual answers and not hints for your password.

Choose Security Questions and Provide Answers

Security Question 1 *

Answer 1 *

Security Question 2 *

Answer 2 *

[Previous](#) [Next](#)

Slide notes

If you are a new user, the Account Manager Login Information page will display, requesting you to set up a Login ID and Password using the following guidelines.

Note: If you have already registered to use the WCMSAP, this page will not display and you will not be prompted to create a Login ID and Password.

Passwords must be changed every 60 days, must be 8 characters in length, and must contain at least one upper case letter, one lower case letter, one number, and one special character.

Reserved words include: Password, welcome, hcfa, cms, system, medicare, medicaid, temp, letmein, god, sex, money, quest, 1234, or f20asya, ravens, redskin, orioles, bullets, capitol, Maryland, terps, doctor, 567890, 12345678, root, bossman, january, february, march, april, may, june, july, august, september, october, november, december, ssa, firewall, citic, admin, unisys, pwd, security, 76543210, 43210, 098765, iraq, ois, tmg, internet, intranet, extranet, att, Lockheed

Login IDs must be 7 characters and must be in the format of AA999AA: first two alphabetic, next three numeric, last two alphabetic.

Login ID and Password cannot be the same.

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The screenshot shows the 'Account Manager Login Information' page of the CMS Workers' Compensation Set-Aside Web Portal. The page includes a navigation bar with links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Log Off. A 'QUICK HELP' button with a link 'Help About This Page' is located on the right. The main content area explains the security requirements for login and provides a list of password rules. Below the rules are input fields for Login ID, Password, and Re-enter Password. A section for Security Questions is highlighted with an orange border, showing two questions with dropdown menus for selection and text boxes for answers. At the bottom are 'Previous' and 'Next' buttons.

CMS Workers' Compensation Set-Aside Web Portal

Home About This Site CMS Links How To... Reference Materials Contact Us Log Off

Account Manager Login Information

The security information requested on this page will allow the system to authenticate your identity each time you log on. This will ensure only you are provided the access and updating privileges restricted to the Account Manager.

Choose your Login ID and password carefully.

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number, and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day.
- Password must be different from the previous 5 passwords.
- Password cannot contain a reserved word (See Help About This Page for a complete list).

An asterisk (*) indicates a required field.

Login ID *

Password *

Re-enter Password *

The Security Questions allow you to regain account access if you forget your password. Please note the answers you provide to these questions should be actual answers and not hints for your password.

Choose Security Questions and Provide Answers

Security Question 1 *

Answer 1 *

Security Question 2 *

Answer 2 *

Slide notes

The security information requested on this page will allow the system to authenticate your identity each time you log in to the WCMSAP.

Create your Login ID, and enter and re-enter a Password. Select 2 Security Questions and Answers and click Next.

You will use your Login ID and Password to enter the WCMSAP site and manage the account, create and view cases, and upload file attachments.

The Security Questions will allow you to access your Login ID and reset your Password in the event you forget either one.

When you have completed the Account Manager Login Information page, click Next to continue.

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The screenshot shows the 'Workers' Compensation Set-Aside Web Portal' with the CMS logo and a COE logo. A navigation bar includes links for Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main heading is 'Account Manager Summary' with a 'Print this page' link. A paragraph of instructions follows: 'Please review your personal and login information. If you need to change the information, click the 'Edit' button. If you are satisfied with the information click the 'Continue' button to submit your information. Click 'Cancel' to cancel the setup process, all data will be lost. Print this page for your records.' Below this, there are two sections: 'Personal Information' and 'Login ID', each with an 'Edit' button. The 'Personal Information' section displays: First Name: Jane, MI: A, Last Name: Smith; E-Mail Address: jsmith@abcassociates.com; Phone: 410- 032- 0350 ext. 8877; Mailing Address: Address Line 1: 200 Test Avenue; Address Line 2: Suite 2 B; City: Towson; State: Maryland; Zip Code: 21204- 3276. The 'Login ID' section displays: Login ID: AA123bb. At the bottom are three buttons: 'Previous', 'Submit Account Setup', and 'Cancel'.

Workers' Compensation Set-Aside Web Portal

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff

Account Manager Summary

[Print this page](#)

Please review your personal and login information. If you need to change the information, click the 'Edit' button. If you are satisfied with the information click the 'Continue' button to submit your information. Click 'Cancel' to cancel the setup process, all data will be lost. Print this page for your records.

Personal Information <input type="button" value="Edit"/>	Login ID <input type="button" value="Edit"/>
First Name: Jane MI: A Last Name: Smith	Login ID: AA123bb
E-Mail Address: jsmith@abcassociates.com	
Phone: 410- 032- 0350 ext. 8877	
Mailing Address:	
Address Line 1: 200 Test Avenue	
Address Line 2: Suite 2 B	
City: Towson	
State: Maryland	
Zip Code: 21204- 3276	
<input type="button" value="Previous"/> <input type="button" value="Submit Account Setup"/> <input type="button" value="Cancel"/>	

Slide notes

The Account Manager Summary page will display.

This page lists all of the information you entered during Account Setup.

All information should be reviewed and verified before continuing.

To make any corrections, or to change previously entered information, click the Edit button next to the section that needs to be modified.

This will return you to the applicable page to make modifications.

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The screenshot shows the 'Account Manager Login Information' page of the CMS Workers' Compensation Set-Aside Web Portal. The page includes a navigation bar with links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Log Off. A 'QUICK HELP' button with a link 'Help About This Page' is also present.

Account Manager Login Information

The security information requested on this page will allow the system to authenticate your identity each time you log on. This will ensure only you are provided the access and updating privileges restricted to the Account Manager.

Choose your Login ID and password carefully.

- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number, and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day.
- Password must be different from the previous 5 passwords.
- Password cannot contain a reserved word (See Help About This Page for a complete list).

An asterisk (*) indicates a required field.

Login ID *

Password *

Re-enter Password *

The Security Questions allow you to regain account access if you forget your password. Please note the answers you provide to these questions should be actual answers and not hints for your password.

Choose Security Questions and Provide Answers

Security Question 1 *

Answer 1 *

Security Question 2 *

Answer 2 *

Slide notes

Change any of the information as needed.

Once you have finished editing the information, click Next to return to the Account Manager Summary page.

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The screenshot shows the 'Workers' Compensation Set-Aside Web Portal' with the CMS logo and a COB logo. A navigation bar includes links for Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logout. The main heading is 'Account Manager Summary' with a 'Print this page' link. A paragraph of instructions follows: 'Please review your personal and login information. If you need to change the information, click the 'Edit' button. If you are satisfied with the information click the 'Continue' button to submit your information. Click 'Cancel' to cancel the setup process, all data will be lost. Print this page for your records.' Below this, there are two sections: 'Personal Information' and 'Login ID', each with an 'Edit' button. The 'Personal Information' section displays: First Name: Jane, MI: A, Last Name: Smith, E-Mail Address: jsmith@abcassociates.com, Phone: 410- 032- 0350 ext. 8877, and Mailing Address: Address Line 1: 200 Test Avenue, Address Line 2: Suite 2 B, City: Towson, State: Maryland, Zip Code: 21204- 3276. At the bottom, there are three buttons: 'Previous', 'Submit Account Setup', and 'Cancel'. The 'Previous' button is highlighted with an orange border.

Workers' Compensation Set-Aside Web Portal

Home About This Site CMS Links How To... Reference Materials Contact Us Logout

Account Manager Summary

[Print this page](#)

Please review your personal and login information. If you need to change the information, click the 'Edit' button. If you are satisfied with the information click the 'Continue' button to submit your information. Click 'Cancel' to cancel the setup process, all data will be lost. Print this page for your records.

Personal Information Edit	Login ID Edit
First Name: Jane MI: A Last Name: Smith	Login ID: AA123bb
E-Mail Address: jsmith@abcassociates.com	
Phone: 410- 032- 0350 ext. 8877	
Mailing Address:	
Address Line 1: 200 Test Avenue	
Address Line 2: Suite 2 B	
City: Towson	
State: Maryland	
Zip Code: 21204- 3276	

[Previous](#) [Submit Account Setup](#) [Cancel](#)

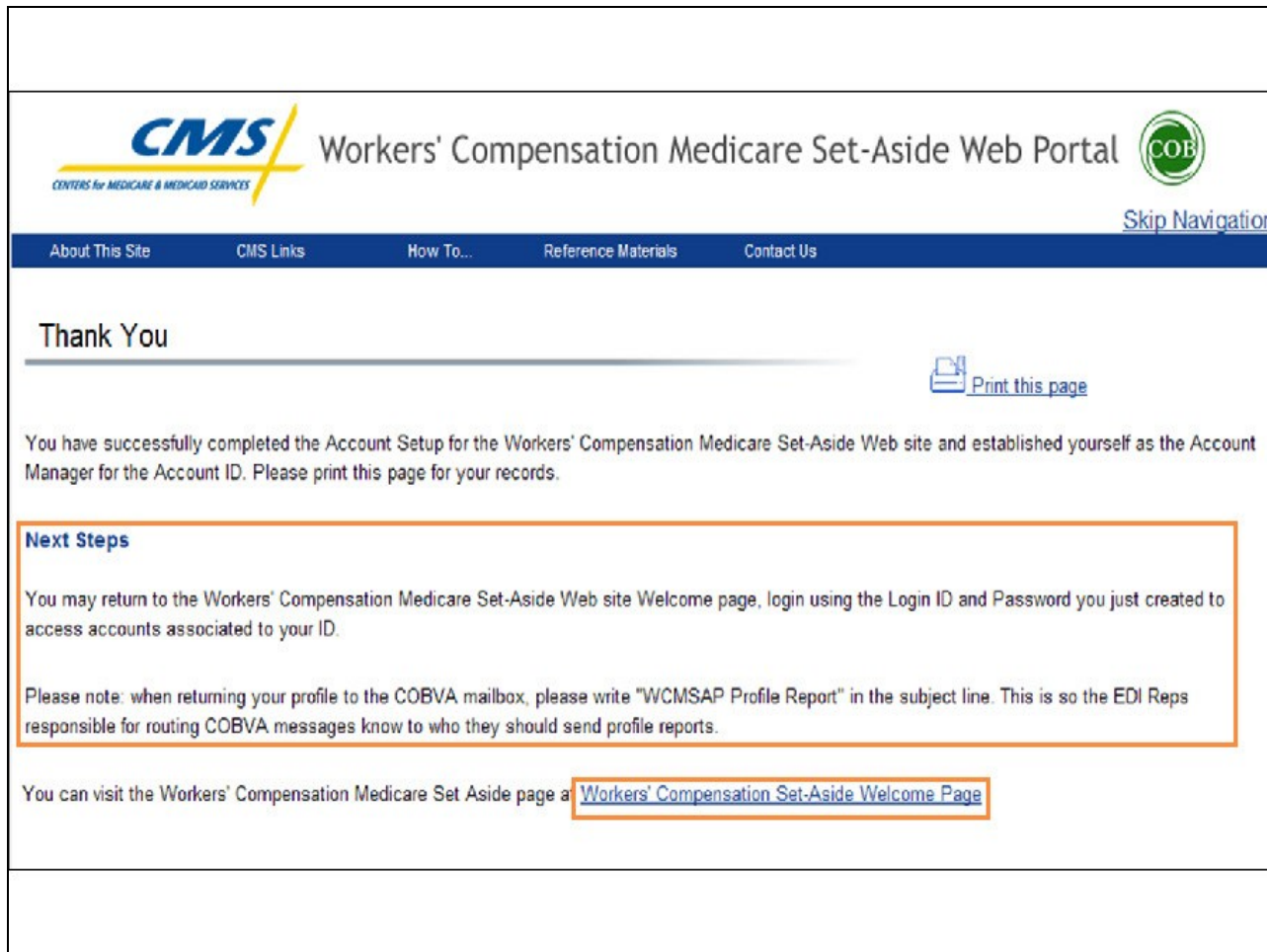
Slide notes

If you need to return to the Account Manager Login Information page, click Previous.

If you need to cancel the account setup, click Cancel.

To submit your information, click Submit Account Setup.

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The screenshot shows the 'Thank You' page of the Workers' Compensation Medicare Set-Aside Web Portal. The header includes the CMS logo (Centers for Medicare & Medicaid Services) and the COB logo. A navigation bar contains links: About This Site, CMS Links, How To..., Reference Materials, and Contact Us. A 'Skip Navigation' link is also present. The main content area features a 'Thank You' heading, a 'Print this page' button, and a message confirming successful account setup. A 'Next Steps' section provides instructions on returning to the Welcome page and a note about COBVA mailbox communication. A link to the 'Workers' Compensation Set-Aside Welcome Page' is provided at the bottom.

Thank You

[Print this page](#)

You have successfully completed the Account Setup for the Workers' Compensation Medicare Set-Aside Web site and established yourself as the Account Manager for the Account ID. Please print this page for your records.

Next Steps

You may return to the Workers' Compensation Medicare Set-Aside Web site Welcome page, login using the Login ID and Password you just created to access accounts associated to your ID.

Please note: when returning your profile to the COBVA mailbox, please write "WCMSAP Profile Report" in the subject line. This is so the EDI Reps responsible for routing COBVA messages know to who they should send profile reports.

You can visit the Workers' Compensation Medicare Set Aside page at [Workers' Compensation Set-Aside Welcome Page](#)

Slide notes

The system will display a Thank You page with instructions for your next steps after successful Account Setup.

Click the Workers' Compensation Medicare Set-Aside Welcome Page link to return to the Welcome page.

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Next Steps

- Account Manager controls administration of WCMSAP account
 - Once account setup is complete, e-mail notification will be sent to you
 - E-mail will also include Profile Report
 - Contact COBC if Profile Report not received within 10 business days
 - Must review, sign, and return Profile Report to COBC within 60 business days
 - You cannot submit, view, or create cases until the signed Profile Report is received by the COBC
 - If sending by e-mail, use “WCMSAP Profile Report” in subject line
 - If signed Profile Report is not received within timeframe, account will be automatically deleted on the 60th business day
 - If account is deleted, you must start the registration process from the beginning
 - Once Profile Report is received by COBC, you may login to use your account

Slide notes

At this point, you will have successfully setup the account and registered yourself as the Account Manager.

As the Account Manager, you control the administration of the WCMSAP account.

Upon completion of all information for the account setup, an e-mail notification will be sent to you.

The e-mail will also include a Profile Report, noting all information previously recorded during registration and any additional information provided during the account setup.

Contact the COBC EDI Department if you do not receive a Profile Report after 10 business days.

The profile report must be reviewed for accuracy then signed and returned to the COBC.

You cannot submit, view, or create cases until the signed Profile Report is received by the COBC.

You will have 60 business days to review, sign, and return the Profile Report to the COBC.

When returning the signed Profile Report via email, use “WCMSAP Profile Report” in the subject line.

If a signed Profile Report is not received within that timeframe, the account will be automatically deleted on the 60th business day.

If the account is deleted, you must start the registration process from the beginning.

After the report has been received by the COBC, you can login to the account to maintain account and case information, upload and replace documents, submit cases, and manage Designee access.

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You have completed the WCSMAP Account Setup course. The information in this course can be referenced by using the document at the link below.
<https://www.cob.cms.hhs.gov/WCMSA/help/userManual/WCMSAUserManual.pdf>

Slide notes